Lagatia Corporation™

Revolutionary Financial Solutions

User Manual

LAGATIA CORPRATION

…….Join the revolution

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Lagatia's software is an excel-based program designed to revolutionize the restaurant industry. It streamlines fiscal data input cutting management administrative hours while providing real time financial analysis.
Features include:

- Daily and monthly profit/loss analysis
- Daily and monthly costs percentages for
  - Food
  - Liquor
  - Beer
  - Wine
- Daily and monthly cost percentages for all areas of labor
- Detailed tracking of all comps
- Detailed breakdown of average check for each revenue center
- Daily tracking of all purchases and restaurant expenditures.
- Running monthly total of TABC, Food and Labor Taxes
- Breakdown of all sales by media (i.e. cash, visa, amex…) for each revenue center.
- A detailed monthly reconciliation of all expenditures, cost percentages and taxes.
- And more…

The Daily Revenue Report allows you to make informed, proactive decision on a day-to-day basis.

Our goal is maximum return for minimal effort.

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12/3/2007

Daily Revenue Report

Revenue	Actual	% Actual	Budget	Variance	MTD Actual	% of Budget	MTD Budget
Lunch Food	$-	#DIV/0!	$600.00	$(600.00)	$-	0%	$600.00
Lunch Bev Alcoholic	$-	#DIV/0!	$-	$-	$-	0%	$-
Lunch Bev Alcoholic-TABC	$-	#DIV/0!	20.00	$(120.00)	$-	0%	$120.00
Lunch Bev Non Alcoholic	$-	#DIV/0!	180.00	$(180.00)	$-	0%	$180.00
Total Lunch Revenue	**$-**	**#DIV/0!**	**$900.00**	**$(900.00)**	**$-**	**0%**	**$900.00**
Dinner Food	$-	#DIV/0!	$1,200.00			0%	$1,200.00
Dinner Bev Alcoholic	$-	#DIV/0!	$-			0%	$-
Dinner Bev Alcoholic-TABC	$-					0%	$450.00
Dinner Bev Non Alcoholic	$-					0%	$150.00
Total Dinner Revenue	**$-**					**0%**	**$1,800.00**
Bar Food	$-					0%	$180.00
Bar Bev Alcoholic	$-			$-	$-	0%	$-
Bar Bev Alcoholic-TABC				$(90.00)	$-	0%	$90.00
Bar Bev Non Alcoholic	$-			$(30.00)	$-	0%	$30.00
Total Bar Revenue	**$-**			$(300			**$300.00**
Total Food	**$-**			**$-**			**$-**
Total Liquor	**$-**			**$-**			**$-**
Total Beer	**$-**	**#DIV/0!**	**$-**	**$-**			**$-**
Total Wine	**$-**	**#DIV/0!**	**$-**	**$-**			**$-**
Total Net Revenue	**$-**	**#DIV/0!**	**$3,000.00**	**$(3,000.00)**	**$-**	**0%**	**$3,000.00**
Total Pur+Labor	**$3,652.00**	**#DIV/0!**	**$-**	**$3,652.00**	**$3,652.00**	**#DIV/0!**	
Daily Net Profit	**(3,652.00)**	**#DIV/0!**	**$-**	**$(3,65**	**$(3,652.00)**	**#DIV/0!**	

The Daily is separated into two halves: daily revenue and cost percentages, and month to date (MTD) revenue & cost percentages.

The day's revenue can be located in this portion of the Daily, divided into three separate revenue centers: Lunch, Dinner & Bar. In each revenue center, the alcoholic revenue is displayed both before and after TABC tax.

In the light blue cell a budget can be set to determine financial goals for the day.

Located below are Hyperlinks that open CSV files for aloha-based P.O.S. systems

Covers	Actual	MTD	TABC Tax MTD	Hyperlinks	Payroll Tax	Food Tax
Covers	0	0	0	Sales	0	0
Lunch	0	0		Labor	0	

Average Check	Actual	Budget	Variance				Variance
Lunch Food Avg Ck	$-	$14.00	$(14.00)				$(14.00)
Lunch Bev Avg Ck	$-	$3.00	$(3.00)				$(3.00)
Total Lunch Avg Ck	**$-**	**$17.00**	**$(17.00)**				**$(17.00)**
Dinner Food Avg Ck	$-	$26.00	$(26.00)				$(26.00)
Dinner Bev Avg Ck	$-	$13.00	$(13.00)				$(13.00)
Total Dinner Avg Ck	**$-**	**$39.00**	**$(39.00)**		**$-**	**$39.00**	**$(39.00)**

Covers are tracked both daily and cumulatively. They are then used to determine average checks for both lunch and dinner. It is broken down further into food and beverage.

Discounts	Actual	% Actual	Budget	Variance	MTD Actual	% MTD	MTD Budget
Comp Liquor	$-	#DIV/0!	$-	$-	$-	#DIV/0!	**$-**
Comp Wine	$-	#DIV/0!	$-	$-	$-	#DIV/0!	**$-**
Comp Beer	$-	#DIV/0!	$-	$-	$-	#DIV/0!	**$-**
Total Comp Liquor	**$-**					**#DIV/0!**	**$-**
TABC Tax	**$-**					**#DIV/0!**	**$-**
Employee 50%	$-	#DIV/0!	$-	$-	$-	#DIV/0!	**$-**
Manager Meal	$-	#DIV/0!			$-	#DIV/0!	**$-**
Spills	$-	#DIV/0!			$-	#DIV/0!	**$-**
Total	**$-**	**#DIV/0!**			**$-**	**#DIV/0!**	**$-**

Liquor comps are recorded separately, as they incur TABC taxes. There are up to seven other categories to track other areas of comps and spills.

Labor	Actual	% Actual			MTD Actual	% MTD	MTD Budget
Restaurant	$-	#DIV/0!			$-	#DIV/0!	$-
Bar	$-	#DIV/0!			$-	#DIV/0!	$-
Steward	$-	#DIV/0!			$-	#DIV/0!	$-
Kitchen	$-	#DIV/0!					
Mgmt – Kitchen	$1,344.00	#DIV/0!					
Mgmt – FOH	$2,308.00	#DIV/0!					
Admin	$-	#DIV/0!			$-	#DIV/0!	$-
Total Labor	**$3,652.00**					**#DIV/0!**	**$-**

Labor costs can be tracked and the results used to better manage scheduling. MTD percentages can be used to refocus priorities in months where revenue has fallen below or risen above projections.

Management costs need be entered in daily. This can be adjusted with salary increases or new employees.

Purchases	Actual					% MTD	MTD Budget
Food	$-					#DIV	$-
Beer	$-					#DIV/0!	$-
Wine	$-					#DIV/0!	$-
Liquor	$-	#DIV/0!	$-				
Non Foods	$-	#DIV/0!	$-				
Rest. Operating Expense	$-	#DIV/0!	$-				
Total Purchases	**$-**	**#DIV/0!**	**$-**				

Purchases are tracked with percentages based on revenue from that day. If all purchases and credits are entered correctly, the MTD percentages are an extremely accurate picture of where liquor and foods costs stand.

Sales by Media	Dinner	MTD Din	Lunch	MTD Lunch	Bar	MTD Bar	Total
Cash	$-	$-	$-	$-	$-	$-	$-
American Express	$-	$-	$-	$-	$-	$-	$-

The bottom portion of the Daily displays the sales by media for each revenue center, with MTD's for each one.

Using your **Receiving Report** and inputting invoices:

Locate the Lagatia icon on desk top **and open Lagatia Folder**
Select **Invoice Receiving**
Select one of the four folders:

- **Food Invoice Receiving**
- **Liquor Invoice Receiving**
- **Non-Food Invoice Receiving**
- **Restaurant Operational Costs**

Open
Select appropriate year, open
Select appropriate month, open
Your receiving report is now open and ready for invoice input.

*	Date	Received From	Invoice #	$ Amt	Liquor	Beer	Wine	Total	Comments
1	04/01/07	Prestige	754390	$567.89	$389.50	$72.30	106.09	$567.89	***You can***
2	04/01/07	Republic	6398764	$250.00	$200.00	$50.00		$0.00	***add any***
								$0.00	***comments***
								$0.00	***about***
								$0.00	***invoices***
								$0.00	***received***
								$0.00	***i.e. shorts***
								$0.00	***or returns***
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
								$0.00	
TOTAL			**$0.00**	$817.89	$589.50	$122.30	$106.09	$817.89	
MTD (Brought Forward)			**$0.00**	$110.00	$50.00	$0.00	$60.00	$110.00	
MTD TOTAL			**$0.00**	$927.89	$639.50	$122.30	$166.09	$927.89	

* The asterisk in the blue highlighted cell is a hyperlink to the purveyor lists. If you need to add a vender to your drop down list, simply click the link and the file will open.

1. Click on the "*Received From*" column and choose purveyors from a drop down list. Enter invoice # in adjacent column

2. Enter full amount in "*$ Amt*" column and then separate the invoice into designated categories, i.e. Beer, Liquor and Wine. **This allows you to track total expenditures in the categories you designate, empowering you to negotiate better pricing and manage your purchasing.*

3. Next to the Total and MTD (month to date) Totals there are three sets of zeros in **bold**. These indicate whether or not there is a discrepancy between your invoice total and the designated category totals. The discrepancy will turn blue or red depending if you are +/-. **This prevents you from making arithmetic errors when splitting up your invoices into categories.*

4. Each column totals up at the bottom allowing you to view the exact amount purchased in each category.

5. The Total category allows you to see the total amount purchased that day. MTD (brought forward) allows you to view the total amount prior to that date. MTD Total adds the Total category and MTD together, giving you a grand total.

<u>Imputing new purveyors in to your **Purveyor Lists**</u>

Locate the Lagatia icon on desk top **and open Lagatia Folder**
Select **Purveyors**
Select **Purveyor Lists**
Select one of the four workbooks:

- **Food Purveyors**
- **Liquor Purveyors**
- **Non-Food Purveyors**
- **Restaurant Purveyors**

BEVERAGE PURVEYORS

Vender Name	Phone Number	Contact Rep
Glazer's		
Republic	972-555-6100	Reggie Evans
Ronin	972-555-8335	Rex
Sigel's	214-555-9941	Mike Ebby
Andrews	214-555-9500	Gardner

Add or delete purveyor names here to change the drop down list found in the invoice receiving reports. Changing the names on this list will not affect any previous invoice entries.

Add or delete purveyor contacts and phone or fax numbers.

Revenue is detailed by category.

Cost percentages are calculated after inventory adjustments

Closing Inventory is entered here. Beginning inventory is linked to the previous month.

nciliation Report

January

Category	Revenue	Purchases After Inventory & Credits	Cost %	Beginning Inventory	Closing Inventory	Variance
Liquor	$0.00	$0.00	**0.00%**	$0.00		$0.00
Beer	$0.00	$0.00	**0.00%**	$0.00		$0.00
Wine	$0.00	$0.00	**0.00%**	$0.00		$0.00
Food	$0.00	$0.00	**0.00%**	$0.00		$0.00
Non Foods	$0.00	$0.00	**Net Revenue**	**Total Debits**	**Profit/Loss**	**Profit/Loss %**
Rest. Operating	$0.00	$0.00	**$59,317.32**	**$0.00**	**$59,317.32**	**100.00%**

Food Purchases By Category		***Non Foods Purchases by Category***		***Restaurant Operating Purchases by Category***			
Seafood	**$ -**	**Plates & Glasses**	**$ -**	**Payroll Expense**	**$ -**	**Benefits**	**$ -**
Poultry	**$ -**	**Kit Utensils & Supplies**	**$ -**	**Benefits**	**$ -**	**Bank Charges**	**$ -**
Meat	**$ -**	**Paper Supplies**	**$ -**	**Bank Charges**	**$ -**	**Tax & Permits**	**$ -**
Dry Goods	**$ -**	**Un**	**-**	**Tax & Permits**	**$ -**	**Bank Charges**	**$ -**
Produce	**$ -**	**Mu**	**-**	**Bank Charges**	**$ -**	**R & M Equi**	**$ -**
Cheese	**$ -**	**Wa**	**-**	**R & M Equip**	**$ -**	**R & M ding**	**$ -**
Pasta	**$ -**	**Wa**	**-**	**R & M Buildin**	**$ -**	**Equip Lease**	**$ -**
Ktch Wine	**$ -**	**Lin**	**-**	**Equip Lease**		**Insurance Expense**	**$ -**
Dairy	**$ -**	**Cle**	**-**	**Insurance Expense**		**Air Conditioning**	**$ -**
Oil & Vin	**$ -**	**Other Rest Supplies**	**$ -**	**Air Conditioning**		**dvertising Service**	**$ -**
Bread	**$ -**	**Other Rest Supplies**	**$ -**	**Advertising Ser**		**ty Expense**	**$ -**
Cheese	**$ -**	**Other Rest Supplies**	**$ -**	**Utility Expen**		**in. Expense**	**$ -**
Other	**$**	**Other Rest Supplies**	**$ -**	**Extermina**			**$ -**
Credits	**$**	**Credits**	**$ -**	**Other**		**s**	**$ -**
Total Purchases	**$ -**	***Total Purchases***	**$ -**	**Payroll Expe**		***al Purchases***	**$ -**
Liquor Purchases By Category		***Taxes***		***Labo***		***Discounts***	
Liquor	**$ -**	**TABC Tax MTD**	**$ -**	**Restaurant**	**-**	**Comps**	**$ -**
Beer	**$ -**	**Payroll Tax**	**$ -**	**Bar**	**-**	**Sr s**	**$ -**
Wine	**$ -**	**Food Tax**	**$ -**	**Stewar**	**-**	**ounts**	**$ -**
Non-Alcoholic	**$ -**		**$ -**	**Kitch**	**-**	**Oth r**	**$ -**
Mixers	**$ -**		**$ -**	**Mgmt - Kitchen**	**$ -**		
Other	**$ -**		**$ -**	**Mgmt - FOH**	**$ -**	***Total Discounts***	**$ -**
	$ -	**Credits**	**$ -**	**Admin**	**$ -**		
Total Purchases	**$ -**	***Total Taxes***	**$ -**	***Total Labor***	**$ -**		

Enter any month-end credits as regular numbers. Credits do not need to be entered as negative numbers. i.e. $-28.43 or $(28.43)

The Reconciliation report details all of your purchases and debits by category for each month, as well generating a final Profit and Loss statement

Locate the Lagatia icon on desk top **and open Lagatia Folder.**
Select ***Daily Reports*** folder and open.
Select folder with current year and open.
Select current month and open.

When this file opens up, a window prompt will appear.
This work book contains one or more links that cannot be updated!
**Don't worry about this; CSV files have to be open in tandem to update. We will revisit this topic at a later time.*
Select continue; you are now ready to export reports from your P.O.S. system.
Minimize the excel window and log on to your P.O.S. back office.

The **Sales by Revenue Center** shows the user the sales by product group for the last 24 hours, the week to date, the cutoff month, and the cutoff year.

1. Click *Reports*
2. Click *Sales*
3. Click **Sales by Revenue Center - *** *A widow will pop up with multiple selections*
4. Make your selections/click on:
   - Today
   - Export file settings - *******Another widow will pop up with multiple selections*
   - Click in the box named **File Name (Path):**
   - Press the **End** Key on your computer keyboard

Change the day to the appropriate date. e.g. 24th = day24

='C: Lagatia\Export Files\Sales\Aug**Day23**.csv

   - Change the day to the appropriate date, e.g. 24th = day24
   - Click Save - **the window will close and you be returned to the Sales by Revenue Center window*

5. Click on <u>Export</u> - **an Export File window will pop up. The system will grid information and a text box will pop stating that the file was exported.*
6. Click *OK*

Close **Sales by Revenue Center** Settings window.

Return to your ***Daily Report***
Locate the Hyperlink named **<u>Sales,</u>**
Click on the link and it will open the appropriate CSV file.
Check to ensure that the date is correct and close file.
All of the sales information will now be loaded.
These are the CSV files previously mentioned. They only update if they are opened **after any other files that they are linked to. As long as the **Daily** is previously open, all information that needs to be exported to it will automatically update and feed itself directly in once the CSV file opens. Having to opening these files also prevents any users from exporting the wrong date.*
Close CSV file.

The Labor Report:

The **Labor Report** utility can be found in the Employee selection under Reports in the P.O.S. Back Office

1. Click Reports
2. Click Employee
3. Click **Labor** - ***A widow will pop up with multiple selections*
4. Make your selections/click on:
   - Today
   - Check "select all employees"
   - Export file settings - ***Another widow will pop up with multiple selections*
   - Click in the box named **File Name (Path):**
   - Press the **End** Key on your computer keyboard

='C: Lagatia\Export Files\Labor\2007\Aug**Day23**.csv

Change the day to the appropriate date. e.g. 24th = day24

   - Change the day to the appropriate date, e.g. 24th = day24
   - Click Save - **the window will close and you be returned to the Sales by Revenue Center window*

5. Click on Eport - **an Export File window will pop up. The system will grid information and a text box will pop stating that the file was exported.*
6. Click *OK*

Close **Sales by Revenue Center** Settings window.
Return to your ***Daily Report***
Locate the Hyperlink named **Labor,**
Click on the link and it will open the appropriate CSV file.
Check to ensure that the date is correct and close file.
All of the Labor information will now be loaded.
These are the CSV files previously mentioned. They only update if they are opened **after any other files that they are linked to. As long as the **Daily** is previously open all information exported to them will automatically update and feed itself directly into all reports. Opening these files also prevents any users from exporting the wrong date.*
Close CSV file and return to your daily.

Labor	Actual
Restaurant	$-
Bar	$-
Steward	$-
Kitchen	$-
Mgmt - Kitchen	$ 285.00
Mgmt - FOH	$ 324.00
Admin	$-

Last Step! Enter your Management Labor and Budget for the night.

Budget
$-
$-
$-
$-
$-
$-
$5,000.00

Your Daily is now finished and ready to print.

Locate the Lagatia icon on desk top **and open Lagatia Folder**
Select ***Daily Reports*** folder and open
Select folder with current year and open
Select current month and open

When this file opens up a window prompt will appear.
This work book contains one or more links that cannot be updated!
**Don't worry about this. CSV files have to be open in tandem to update. We will revisit this topic at a later time.*
Select continue: you are now ready to export reports from your P.O.S. system.
Minimize the excel window and log on to your P.O.S. back office.

The **Sales by Range Report** utility can be found in the Sales selection under Reports in the P.O.S. Back Office

The **Sales by Range Report** shows the user the sales by product group for the last 24 hours, the week to date, the cutoff month, and the cutoff year.
1. Click Reports
2. Click Sales, then Click **Sales by Range Report.**
3. Set start date to the day you want your report.
4. Set the end date after the date you wish to generate a report from - **business day may extend into early morning hours of following day.*
5. Click *Select/De-Select All Term's - *all "terminals" must be highlighted.*
6. Click *OK*
7. Click the *Export* button.
   -An *Export Report* window will pop up.
   -Check that the *save in folder month* is correct.
8. Click on the desired date.
9. Click save

*An Export Report warning will pop up stating the file "already exists. Do you want to replace it?"
10. Click yes
   -Close Report
   -Close **Sales by Range Report** window.

Return to your ***Daily Report***
Locate the Hyperlink named **Sales,**
Click on the link and it will open the appropriate CSV file.
Check to ensure that the date is correct and close file.
All of the sales information will now be loaded.
These are the CSV files previously mentioned. They only update if they are opened **after any other files that they are linked to. As long as the **Daily** is previously open, all information that needs to be exported to it will automatically update and feed itself directly in once the CSV file opens. Having to opening these files also prevents any users from exporting the wrong date.*
Close CSV file

Final report: **Labor vs. Sales Report**

The **Labor vs. Sales Report** utility can be found in the Sales selection under Reports in the P.O.S. Back Office.

1. Click Reports
2. Click Sales, then Click **Labor vs. Sales Report.**
3. Make your selections
   - Start date ---------- **01-01-200_**
   - Cutoff date ---------- **Day after the date you wish to generate a report from** - **business day may extend into early morning hours of the following day.*
   - Don't include Togo Sales----------**Checked/selected**
   - Show Totals by Work Center--------- **Checked/selected**
   - Show Totals by Section---------- **Un-Checked/selected**
   - Labor and Sales Detail:
     - Show Labor/Sales by Hour of Day---------- **Un-Checked/selected**
     - Show Labor/Sales by Serving Period--------- **Checked/selected**
4. Click *OK*
5. Click the *Export* button.

-An *Export Report* window will pop up.
-Check that the *save in folder month* is correct.

6. Click on the desired date.

Click save
*An Export Report warning will pop up stating the file "already exists. Do you want to replace it?"

7. Click yes

-Close Report
-Close **Sales by Range Report** window.

Return to your ***Daily Report***
Locate the Hyperlink named **Labor,**
Click on the link and it will open the appropriate CSV file.
Check to ensure that the date is correct and close file.
All of the Labor information will now be loaded.

Labor	Actual
Restaurant	$-
Bar	$-
Steward	$-
Kitchen	$-
Mgmt - Kitchen	$ 285.00
Mgmt - FOH	$ 324.00
Admin	$-

Last Step! Enter your Management Labor and Budget for the night.

Budget
$-
$-
$-
$-
$-
$-
$5,000.00

Your Daily is finished and now ready to print.

7/1/06 **Back Office For Daily Revenue Report**

Revenue	Actual	% Actual	Budget				MTD Budget
Lunch Food			20.00%				20.00%
Lunch Bev Alcoholic							0.00%
Lunch Bev Alcohol -TABC			4.00%				4.00%
Lunch Bev Non Alcoholic			6.00%				6.00%
Total Lunch Revenue							0.00%
Dinner Food			40.00%				40.00%
Dinner Bev Alcoholic							0.00%
Dinner Bev Alcohol-TABC			15.00%				15.00%
Dinner Bev Non Alcoholic			5.00%				5.00%
Total Dinner Revenue							0.00%
Bar Food			6.00%				6.00%
Bar Bev Alcoholic							0.00%
Bar Bev Alcoholic-TABC			3.00%				3.00%
Bar Bev Non Alcoholic			1.00%				1.00%
Total Bar Revenue							
Total Food			66.00%				0.00%
Total Liquor			4.00%				0.00%
Total Beer			3.00%				0.00%
Total Wine			15.00%				0.00%
Total Non Alcoholic Bev			12.00%				0.00%
Total Net Revenue							$90,000.00
Average Check	**Actual**	**Budget**	**Variance**	**MTD Actual**	**Budget**	**Variance**	
Lunch Food Avg Ck		$14			$14		
Lunch Bev Avg Ck		$3			$3		
Total Lunch Avg Ck							
Dinner Food Avg Ck		$26			$26		
Dinner Bev Avg Ck		$13			$13		
Total Dinner Avg Ck					$39		
Discounts	**Actual**	**% Actual**	**Budget**	**Variance**	**MTD**	**% MTD**	**MTD Budget**
Comp Liquor			1.00%				0.00%
Comp Wine			2.00%				0.00%
Comp Beer			1.00%				0.00%
Total Comp Liquor			3.00%				0.00%
TABC Tax							$12.00
Comp Food			0.00%				0.00%
Total			2.00%				0.00%
Labor	**Actual**	**% Actual**	**Budget**	**Variance**	**MTD**	**% MTD**	**MTD Budget**
Restaurant			3.00%				3.00%
Bar			1.00%				1.00%
Steward			2.00%				2.00%
Kitchen			8.00%				8.00%
Mgmt - Kitchen			7.00%				7.00%
Mgmt - FOH			9.00%				9.00%
Admin			1.00%				1.00%
Total Labor			31.00%				31.00%
Purchases	**$-**	**% Actual**	**Budget**	**Variance**	**MTD**	**MTD**	**MTD Budget**
Food			31.00%				31.00%
Beer			21.00%				21.00%
Wine			35.00%				35.00%
Liquor			25.00%				25.00%
Non Foods			20.00%				20.00%
Rest. Operating Expense			31.00%				25.00%
Total Purchases							

Using the Lagatia back office:

Locate the Lagatia icon on desk top **and open Lagatia Folder**

Select **Costing Back Office,** open

Select **Master Sheets Base Model,** open

There are several tabs:

- **Daily**
- **Monthly revenue report**
- **Liquor, Food, Non-food & Rest. Opp Invoices**
- **Reconciliation**

The back office tab for the Daily Revenue Report allows you to set your budget percentages for both daily and monthly categories in the blue highlighted areas.

Setting up Invoice Receiving Categories in the Lagatia back office:

Locate the Lagatia icon on desk top and open Lagatia Folder.
Select **Costing Back Office,** open.
Select **Master Sheets Base Model,** open.
There are several tabs:

- **Daily**
- **Monthly revenue report**
- **Liquor, Food, Non-food & Rest. Opp. Invoices**
- **Reconciliation**

	Date	Received From	Invoice #	$ Amt	Liquor	Beer	Wine	Non-Alcoholic	Mixers	Other	Total
1	03/01/06										$0.00
2	03/01/06										$0.00
3	03/01/06										$0.00
4	03/01/06										$0.00
5	03/01/06										$0.00
6	03/01/06										$0.00
7	03/01/06										$0.00
8	03/01/06										$0.00
9	03/01/06										$0.00
10	03/01/06										$0.00
11	03/01/06										$0.00
12	03/01/06										$0.00
13	03/01/06										$0.00
14	03/01/06										$0.00
TOTAL			**0.00**	$0.00	$0.00	$0.00	$0.00				$0.00
MTD (Brought Forward)			**0.00**	$0.00	$0.00	$0.00	$0.00				$0.00
MTD TOTAL			**0.00**	$0.00	$0.00	$0.00	$0.00				$0.00

The back office **Invoice Tabs** allow you to make global category changes to the invoice receiving reports; Food, Liquor, Non Foods, and Restaurant Operational categories in the blue highlighted areas. (Liquor tab is shown here)